

COOPERATIVE AGREEMENT

between

MARYLAND STATE DEPARTMENT OF HEALTH AND MENTAL HYGIENE

TITLE XIX MEDICAID AGENCY

and

MARYLAND STATE DEPARTMENT OF HEALTH AND MENTAL HYGIENE

TITLE V MATERNAL AND CHILD HEALTH AGENCIES

WHEREAS, the Medical Assistance Program, Maryland Department of Health and Mental Hygiene (hereinafter "the Medicaid Program") is established pursuant to the federal Social Security Act, 42 U.S.C. §1396 et seq., and the Maryland Health - General Code Annotated, Title 15, Subtitle 1, for the purpose of providing comprehensive health care services to certain eligible low income residents of the State of Maryland; and

WHEREAS, the Title V Maternal and Child Health Agency, Maryland Department of Health and Mental Hygiene (hereinafter "the Title V Agency") is responsible for the utilization of funds provided for by Title V Maternal and Child Health Block Grant of the Social Security Act, and the Maryland Health - General Code Annotated, §18-107, in the provision of Maternal and Child Health Services and Services for Children with Special Health Care Needs; and

WHEREAS, there are many individuals residing in the State of Maryland who are eligible for the benefits provided by both the Medicaid Program and the Title V Agency; and

WHEREAS, together these programs have the capacity to reduce maternal and infant mortality and childhood morbidity and promote the health of mothers, infants and children; and

WHEREAS, the Title V Agency is responsible for identifying pregnant women, infants and children who are eligible for Medicaid and once identified assisting them in applying for such assistance; and

WHEREAS, the Title V Agency, often through its local health department designees, provides the infrastructure for health care programs which may be utilized to provide services to the Medicaid Program's beneficiaries; and

N No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date _____

OCT 01 1991

WHEREAS, the Title V Agency is responsible for needs assessment, program planning, development, implementation and evaluation of maternal and child health programs;

WHEREAS, the Medicaid Program is responsible for paying for services delivered by the Title V Agency to Medicaid beneficiaries; and

WHEREAS, the Title V Agency is responsible for providing funding for clinical services for low income maternal and child health populations not eligible for Medical Assistance:

THEREFORE, this Cooperative Agreement is entered into between the Medicaid Program and the Title V Agency in order to establish the means for practical working relationships between the parties for the purpose of providing prompt access to high quality prenatal, intrapartum, postpartum, postnatal and child health services for women and children eligible for benefits under Title V and XIX of the Social Security Act.

In recognition of the foregoing, the Medicaid Program and Title V Agency mutually agree to the following:

1. That the Title V Agency and its local health department designees will provide high quality prenatal and well child services for low income pregnant women and children when there are insufficient private providers in the community.
2. That the Medicaid Program will establish eligibility policy, regulations and procedures which facilitate access to care for pregnant women and children.
3. That the Title V Agency and its local health department designees will assure that services are furnished by or under the direction of a physician or dentist.
4. That the Title V Agency and its local health department designees will maintain adequate medical and financial records for a minimum of six years in a manner prescribed by the Medicaid Program and provide them to the Medicaid Program upon request.
5. That the Title V Agency and its local health department designees will provide services without regard to race, creed, color, age, sex, national origin, marital status, or physical or mental handicap.
6. That the Title V Agency and its local health department designees will refrain from knowingly employing or contracting with a person, partnership or corporation which has been disqualified from the Medicaid Program to provide or supply services to Title XIX recipients unless prior written approval has been received from the Medicaid Program.
7. That if an individual is eligible for services covered by both the Medicaid Program and the Title V Agency, Title XIX funds will be

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

utilized to reimburse providers for services covered by the Program. That if the Title XIX recipient has insurance or other coverage or if any other person is obligated, either legally or contractually, to pay for, or to reimburse the recipient for services covered by the Medicaid Program, to seek payment from that source first. If payment is made by both the Medicaid Program and the insurance or other source, the Title V Agency shall refund to the Medicaid Program, within sixty days of receipt, the amount reimbursed by the Medicaid Program or the amount paid by the insurance or other source, whichever is less.

8. That when the Medicaid Program makes payment to the Title V Agency for a covered service, the Title V Agency will not require additional payment from the individual patient. That if the Medicaid Program denies payment or requests repayment on the basis that an otherwise covered service was not medically necessary or preauthorized if required by regulation, the Title V Agency will not seek payment for that service from the recipient.
9. That the Medicaid Program will be responsible for developing and implementing maternal and child health reimbursement methodologies which are sufficient to enlist enough providers so that care and services are available under Medicaid at least to the extent that such care and services are available to the general population in the geographic area.
10. That the Title V Agency will refer and assist its clients who are eligible for Title XIX benefits in receiving services from providers who participate in the Maryland Medical Assistance Program.
11. That the Title V Agency will maintain the confidentiality of the names and medical records of Medical Assistance recipients. Such information may be released to a third party, other than another treating provider, only upon the consent of the recipient or the Program.
12. That both parties will keep the other apprised, at all times, of those services which are available to eligible individuals pursuant to federal law and State regulations and guidelines.
13. That the Directors of the Title V Agency and the Medicaid Program will designate from their staffs appropriate liaisons whose responsibilities shall include regular and periodic communication about the programs and operations described in this Cooperative Agreement.
14. That the Medicaid Program and the Title V Agency shall share data and participate in joint planning efforts in order to identify service gaps and improve the delivery of services to low income pregnant women and children.
15. That the Title V Agency and the Medicaid Program will develop training and education programs for medical

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

professionals and consumers to benefit maternal and child health populations.

This Cooperative Agreement will outline specific areas of agreement under the headings of Recipient Outreach, Provider Outreach and Quality Assurance, Maternal Health Services, Healthy Kids/EPSTD services, and Services for Children with Special Health Care Needs.

Recipient Outreach

Recipient Outreach Objective - To inform low income women and children of the availability of Medical Assistance coverage and prenatal and child health care services in their community. Special populations served by Title V such as children with special health care needs will also be outreached.

The Medicaid Program will:

1. Develop eligibility procedures which facilitate access to the Medicaid expansion program for pregnant women and children.
2. Train local health department, community health center, and hospital outpatient department staff in how to perform presumptive eligibility so that pregnant women will be able to enter care as quickly as possible after pregnancy has been verified. Train certain of these providers to conduct initial processing of Medical Assistance applications for pregnant women and children, including face-to-face interviews.
3. Train local Department of Social Services staff on how to determine eligibility under the Pregnant Women and Children's Program. Emphasis will be placed on how different this Program is from other Medical Assistance Programs and the importance of early entry into prenatal care. Ensure that there is a liaison for the pregnant women and children expansion population at each local Department of Social Services.
4. Develop and produce outreach and program orientation materials and oversee the implementation of outreach campaigns to encourage pregnant women, infants and children to apply for Medicaid coverage and utilize preventive health care services. This includes the operation of a toll-free maternal and child health telephone line (which allows the State to meet the Title V grant requirement) to provide information regarding how to apply for Medical Assistance and to refer pregnant women and children to maternal and child health providers participating in Title XIX Programs. When appropriate, pregnant women and children found ineligible for Medicaid will be referred to Title V Programs. Also when appropriate, individuals will be referred to the Special Supplemental Food Program for Women, Infants, and Children (WIC) and to specialty providers. This toll-free telephone line will be advertised via radio, billboards, posters, mass transit advertising, direct mail, and other techniques. The Medicaid Program, in cooperation with the Title V Agency, will develop and

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

produce a prenatal handbook to be given to low income maternity patients.

5. Provide funding for the Healthy Kids/EPDST Outreach and Case Management and the Adolescent Case Coordinator/ACC Grant Programs whose purpose is to provide local outreach for high risk maternal and child health populations. Provide programmatic oversight, data support and sponsor an annual conference for the Healthy Kids grant staff. Provide training and technical support regarding Medical Assistance including the Pregnant Women and Children's Program and the Prenatal Assistance Program eligibility and coverage policies for the Adolescent Case Coordinator grant. Co-sponsor an annual ACC Conference. Provide outreach brochures, pamphlets and posters for both grant programs.
6. Make public presentations to professional and community groups on Medical Assistance and maternal and child health issues. Emphasize how groups and individuals can help improve access to care for pregnant women and children on the Medical Assistance Program.

The Title V Agency and its Local Health Department Designees will:

1. Provide services to identify pregnant women, infants and children eligible for Medicaid and assist them in applying for such assistance. This includes conducting presumptive eligibility for pregnant women in each jurisdiction. In addition, local health department staff will conduct income screenings and refer potentially eligible children to the Department of Social Services for eligibility determinations. Staff funded through the Medicaid Program via the Adolescent Case Coordinator and the Healthy Kids Outreach and Case Management grants will participate in this process. In addition, other health department staff will participate when necessary.
2. Ensure that all low income pregnant women and children including those eligible for Medicaid who request assistance receive support services such as appointment scheduling, transportation assistance, assessment of health needs to identify at-risk populations, and tracking or case management to ensure initiation and continuation of treatment for identified problems. Funding for these services will be maximized including Title XIX targeted case management and enriched services under the Healthy Start Program, the Early Intervention Case Management (Infants and Toddlers) Program and the HIV Case Management Program. In addition, staff funded through the Healthy Kids Outreach and Case Management grant, the Adolescent Case Coordinator grant and the Title V grant will participate in this process.
3. Provide the following services to the Adolescent Case Coordinator program:
 - A. Supervision of data collection and analysis

IN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

- B. Periodic training and continuing education on programmatic issues
 - C. Co-sponsorship of an Annual Conference
 - D. Consultation and technical assistance on programmatic issues
- 4. Provide health education and maternal and child health expertise in the development of outreach and educational materials such as a prenatal handbook.
 - 5. Make public presentations to professional and community groups on maternal and child health issues. Emphasize how groups and individuals can help improve access to care for pregnant women and children on the Medical Assistance Program.

Provider Outreach and Quality Assurance

Provider Outreach and Quality Assurance Objective - To develop and maintain a network of quality prenatal and child health providers sufficient to meet the primary care needs of low-income and Medicaid eligible pregnant women and children.

The Title V Agency will:

- 1. Provide administrative oversight and supervision over the Medicaid funded Community Health Nursing positions responsible for provider recruitment, quality assurance monitoring and training.
- 2. Provide state matching funds for one FTE Administrative Nurse Consultant, two part-time Community Health Nurses and a full-time secretary.
- 2. Provide consultation to the Medicaid Program regarding maternal and child health issues.
- 3. Identify and outreach potential prenatal and child health providers, informing them of Title XIX eligibility standards and service provisions.
- 4. Determine whether providers meet criteria for participation in the Medicaid Program based on criteria established jointly by the Title V Agency and the Medicaid Program.
- 5. Establish and maintain contacts with providers to build positive working relationships and strengthen the network of providers.
- 6. Report provider data to Title XIX to assure an accurate and up-to-date provider database and maternal and child health resource directory.
- 7. Provide technical assistance and training regarding process and content of the Healthy Kids/EPSTD and Healthy Start Expanded Maternity Services Program.

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

8. In cooperation with Medicaid, develop standards and procedures for quality assurance and assume responsibility for implementing a quality assurance program for maternal and child health providers.
9. Develop, in cooperation with the Medicaid Program, provider manuals for the Healthy Kids/EPSTD Program and the Healthy Start Program.
10. Make public presentations to provider groups.
11. Maintain liaison relationships with obstetric and pediatric organizations (Maryland Chapters of the American College of Obstetricians and Gynecologists and the American Academy of Pediatrics)

The Local Health Departments will:

1. Inform the Title V Agency of both potential prenatal and child health providers in the community and potential changes in the provider's participation status.
2. Assure that all local health department staff working with pregnant women and children are aware of local maternal and child health providers willing to accept Medical Assistance.
3. Develop partnerships with private maternal and child health providers to facilitate access to care for pregnant women and children and to assist in case management and tracking of high risk clients.
4. Participate in efforts which support the Healthy Kids/EPSTD and the Healthy Start/ Expanded Maternity Services Programs.
5. Only enter into subcontractual agreements with maternal and child health providers who also participate in the Medicaid Program.
6. Coordinate quality assurance activities related to private Medicaid providers with the Title V - Title XIX Provider Liaison Unit.

The Medicaid Agency will:

1. Provide funding for six FTE Community Health Nurses in the Medical Assistance budget project 411 and assign them to the Title V Agency. In addition, one FTE Administrative Nurse Consultant, two part-time Community Health Nurses, and a secretary in the Title V Agency will receive matching Title XIX funds. The work performed by said staff will be 100 percent Medicaid-related, in accordance with the Title V Agency's responsibilities under this Agreement.

TN No. 92-7
Supersedes _____
TN No. _____

Approval Date _____

Effective Date _____

01, 1991

2. Be responsible for keeping providers informed of Medicaid Program requirements and changes via transmittals.
3. Be responsible for developing and implementing provider fees which are sufficient to enlist adequate numbers of obstetrical and pediatric providers.
4. Develop and supply provider recruitment materials, forms, and pamphlets. Produce provider manuals.
5. Maintain a maternal and child health provider resource directory and database. Provide data reports which support provider outreach/ liaison activities.
7. Provide access to a Medicaid Management Information System terminal for retrieval of provider information including access to claims history files and provider enrollment information.
8. Provide direction and up-to-date information to the Title V Agency regarding changes within the Medicaid Program including eligibility, policy, budget, operations, and compliance issues.
9. Make public presentations to provider groups.

Prenatal Care Services

Prenatal Care Objective - To provide access to comprehensive prenatal care for low income and at risk pregnant women, including women on the Medical Assistance Program, and to assure the proper expenditure of public funds for health care and services provided to said recipients, and to conform with applicable state and federal requirements.

The Medicaid Program will:

1. In addition to traditional prenatal care and delivery services, develop and reimburse for a comprehensive package of enriched services for pregnant women and infants through its Healthy Start Program. These services will include risk assessment, enriched prenatal education, community nurse home visiting, case management, nutrition counseling, and alcohol and drug abuse counseling.
2. Develop standards and forms for the Healthy Start Program in cooperation with the Title V Agency.
3. Be responsible for developing and maintaining a Healthy Start data system and for collecting data to evaluate the Medicaid expansions for pregnant women and children.

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date OCT 01 1991

The Title V Agency will:

1. Assure the availability of prenatal care services to every eligible low income pregnant woman desiring care. In fulfilling this responsibility, the Title V Agency's local health department designees may provide such care and services directly if there are insufficient prenatal care providers in a given area or may assist in enlisting private providers in cooperation with the Title V Agency and the Medicaid Program. This will ensure that eligible Medicaid Assistance and Title V recipients have timely access to screening and treatment services.
2. Provide for professional medical and nursing consultation in the development of health care standards, guidelines, and administrative procedures for providers in the delivery of prenatal and postpartum services.
3. Provide for appropriate referral arrangements for Title XIX recipients identified via Title V programs in, but not limited to, the following areas:
 - A. Prenatal and postpartum care
 - B. Special Supplemental Food Program for Women, Infants and Children (WIC)
 - C. Healthy Start home visiting services
 - D. Healthy Start nutrition counseling
 - D. Drug and alcohol counseling
 - F. Smoking cessation
 - G. Prenatal, childbirth, and parenting education
 - G. Family planning services
 - H. Mental health services
 - I. Social services

Healthy Kids/EPSTD Services

Healthy Kids/EPSTD Objective - To promote a comprehensive, prevention-focused health care system for children eligible for services under the Medicaid Program, to assure the proper expenditure of public funds for health care and services provided to said recipients, and to conform with applicable state and federal requirements.

The Medicaid Program will:

1. Be responsible for the over-all administration of the Healthy Kids/EPSTD Program.
2. Develop and reimburse for diagnostic and treatment services discovered to be needed during a Healthy Kids/EPSTD screen regardless of whether or not the services are included under the Medicaid State Plan.
3. Be responsible for the management and liaison with the Healthy Kids/EPSTD Outreach and Case Management grantees in the local health departments. This includes maintaining Healthy Kids Outreach and Case Management Data Tracking System. It also

TN No. 92-7
Supersedes
TN No. _____

Approval Date _____

Effective Date _____

OCT 31 1991

involves establishing appropriate target populations for outreach and case management.

4. Be responsible, in cooperation with the Title V Agency, for assuring that the Healthy Kids Program in Maryland meets federal EPSDT administrative guidelines.
5. Be responsible for informing all Medicaid eligible children and their families about the benefits of preventive health care and Healthy Kids/EPSDT services.
6. When allowed under the Maryland Access to Care Program, be responsible for reimbursing the local health departments for Healthy Kids/ EPSDT screening services in accordance with the reimbursement schedule established by the Program for reimbursement to private providers.

The Title V Agency will:

1. Assure the availability of Healthy Kids/ EPSDT screening services to every eligible Medical Assistance recipient desiring care. In fulfilling this responsibility, the Title V Agency's local health department designees will provide such care and services directly if there are insufficient Healthy Kids/ Maryland Access to Care providers in a given area or will assist in enlisting private providers in cooperation with the Title V Agency and the Medicaid Program. This will ensure that eligible Medical Assistance recipients have timely access to screening and treatment services in accordance with federal law.
2. Provide for professional medical and nursing consultation in the development of health care standards, guidelines, and administrative procedures for providers in the delivery of Healthy Kids/ EPSDT services. This includes the development of the Healthy Kids/EPSDT Periodicity Schedule and a Healthy Kids Provider Manual.
3. Provide for appropriate referral arrangements for Title XIX recipients identified via Title V programs in, but not limited to, the following areas:
 - A. Healthy Kids/ EPSDT follow-up treatment
 - B. Services for children with special health care needs
 - C. Special Supplemental Food Program for Women, Infants, and Children (WIC)
 - D. Prenatal and postpartum care
 - E. Family planning services
 - F. Child Find
 - G. Genetic counseling
 - H. Infants and Toddlers Program
 - I. Social services
 - J. Mental health services
 - K. Addictions services
 - L. Head Start

TN No. 92-7
Supersedes _____
TN No. _____

Approval Date _____

Effective Date _____

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